

COMMUNITY SERVICES COMMISSION

Barbara Cardillo, Chair
Toni Blackstock
Michelle Thiebaud
Alexander McNulty

Susan Gomez, Vice Chair
Matt Guettler
Nikhita Iyar

TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION AGENDA

THURSDAY, NOVEMBER 19, 2009, 5:00 P.M.

**208 East Main Street, Room 208
Neighborhood Center (Upstairs)
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 110 E. Main Street and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Neighborhood Center at front desk.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

COMMUNITY SERVICES COMMISSION
NOVEMBER 19, 2009 AGENDA

1. **ROLL CALL**
2. **APPROVAL OF OCTOBER 1, 2009 MINUTES** (Attachment 1)
3. **COMMUNICATIONS**
(Three minute time limit per speaker for subjects not on agenda.)
 - 3.1 Verbal
 - 3.2 Written
4. **STAFF REPORTS**
 - 4.1 CDBG Report (Informational Only) (Attachment 2)
 - 4.2 Approve Agreement with Los Gatos Recreation (Attachment 3)
5. **COMMITTEE REPORTS: Informational Reports**
 - 5.1 Steering Committee (Cardillo)
No Report
 - 5.2 Grant Evaluation (Gomez)
No Report
 - 5.3 Disaster Preparedness/CERT Activities (Cardillo)
6. **LIAISON REPORTS: Informational Reports**
 - 6.1 General Plan Committee (Cardillo)
 - 6.2 County Housing and Community Development (Guettler)
 - 6.3 Town Youth Commission (Iyar/McNulty)
 - 6.4 Drug Free Community (Blackstock)
 - 6.5 Senior Services Consortium/COA (Marcus)
7. **OTHER BUSINESS**
 - 7.1 Election of Chair and Vice Chair
 - 7.2 Establish Regular Meeting Dates
 - 7.3 Community Service Connection (Attachment 4)
8. **ADJOURNMENT**

ATTACHMENTS:

1. October 1, 2009 Minutes
2. CDBG Report
3. Agreement with Los Gatos Recreation
4. Community Services Connection

ATTENDANCE: Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.



Memorandum

Date: October 13, 2009

To: Regina Adams, City of Mountain View
 Suzanne Ise, City of Sunnyvale
 Melissa Whatley, City of San José
 Erwin Ordonez, City of Morgan Hill
 Marilyn Roaf, City of Gilroy
 Marjorie Matthews, County of Santa Clara
 Judy Borah, County of Santa Clara

From: Simon Alejandrino, Vice President

Re: Summary of Regional CDBG Workshop Outcomes

Public Participation Process

Throughout September 2009, Bay Area Economics (BAE) facilitated four Consolidated Plan workshops for the Santa Clara County CDBG Jurisdictions. The workshops were held in Sunnyvale, San José, and Morgan Hill, to encompass northern, central, and southern Santa Clara County. In addition, the City of San José hosted a smaller workshop for its Strong Neighborhood Initiative (SNI) Neighborhood Advisory Committee (NAC) representatives. Workshops were scheduled both after hours (6pm to 7:30pm) and during the workday (3pm to 4:30pm), allowing more flexibility for participants to attend. With the exception of the North County workshop, which took place in the Sunnyvale City Hall, all the other sessions were held in neighborhood community centers or libraries. Appendix A contains the date, time, and location of each workshop.

The workshops were well attended, thanks to the CDBG Jurisdictions' efforts to publicize the events through emails to service providers, advertisements in the local newspapers, and communication with local stakeholders, neighborhood groups, and public officials. A total of 105 individuals participated in the four workshops, including some city and county staff. Appendix A documents the attendees at each session.

At the workshops, staff and BAE outlined the Consolidated Plan process and the purpose of the document. Participants then dispersed into smaller break-out groups to discuss needs associated

Bay Area Economics

with (1) community services, (2) housing, (3) economic development, and (4) community facilities and infrastructure. Specifically, participants were asked:

- What are the primary needs associated with each issue area?
- What services and facilities are currently in place to effectively address these needs?
- What gaps in services and facilities remain?

While responses generally centered around the specific sub-area of the County where the meeting was held (i.e., North, Central, South, and San José), countywide issues also arose during the discussion. After the break-out session, participants reconvened to discuss these issues as a single group. Appendix B summarizes the comments recorded at each workshop.

As another method of soliciting input, workshop participants also completed an informal survey that assessed local community development needs. This survey was distributed more broadly among the San José SNI network to further engage the public in the Consolidated Plan. Although these surveys are not meant to be a rigorous quantitative assessment of need, they offer a general perspective on community development concerns and priorities. BAE received a total of 120 surveys, with the following breakdown by geographic area:

- North: 31
- Central: 11
- South: 21
- SNI Respondents: 57

Key Themes from Workshops

Workshop participants covered a broad range of community development needs, including some beyond the scope of federal entitlement grants. While some issues proved more salient in particular sub-areas, most needs spanned the county as a whole. This section summarizes the overarching themes that emerged during the discussions, and identifies unique sub-area concerns. Appendix B contains additional detail on the outcomes of each workshop.

Theme #1: Continue to support a comprehensive network of community services

Participants emphasized the need to support a broad range of community services. Lower income households and special needs populations require this *multi-faceted network* to address basic needs (i.e., food, clothing, health, and shelter) and other requirements such as legal services, child care, fair housing, transportation, domestic violence, social and recreational activities for seniors and youth, parenting classes, housing counseling, financial training, individual development accounts (IDAs), substance abuse, homeless services (including prevention), and anti-gang programs.

Participants stressed how these services are inter-related; individuals and families need support in all areas to thrive. While the recession and unemployment have exacerbated demand for services

across all these issues, reduced funding from the State and private sources has impacted service delivery. As such, continued support from local jurisdictions via CDBG and other grants has become more vital.

Participants stated that existing service providers already target many of these issues, and should continue to be funded to the extent possible. In terms of gaps in the service network, the following items emerged:

- South County workshop participants reported a lack for foreclosure prevention and housing counseling services.
- North County participants highlighted a lack of anti-gang and at-risk youth services in the area.

Theme #2: Facilitate access to community services

Participants noted that many segments of the community lack effective access to vital community services. For example, *undocumented residents* often avoid service providers out of concern for their immigration status. *Language barriers* (including for American Sign Language) must also be addressed to ease access to services.

Youth, particularly at-risk youth, can also encounter unique barriers when trying to access services. For example, school-sited programs can exclude youth who have been expelled from the district. Youth may also face difficulty using services aimed at families or older adults (e.g., mental health services).

Transportation also arose as a concern, particularly for seniors, the disabled, and lower income individuals who do not have a car. As regional transit agencies suffer cut backs, alternative options such as Outreach become particularly important.

Centralization of services at facilities like community centers also helps individuals access multiple programs simultaneously.

Finally, participants stated that more *outreach and publicizing of existing services* is necessary to let the community know about these programs. For example, one participant noted that many residents are unaware that the Council on Aging of Silicon Valley publishes the Senior Service Directory, a useful resource required by the Older Americans Act. Participants also reported that the County's 211 service, while an important tool, often provides out of date or incomplete information, and should be improved.

Theme #3: Provide for affordable, safe, and accessible housing for all segments of the population

Although home prices and rents have declined due to the recession, joblessness and layoffs have depressed incomes. Many households still have difficulty renting or purchasing a home in Santa Clara County. As such, the need for more *affordable rental housing* emerged as a salient issue throughout the County. At each workshop, participants stressed the need for housing to serve households below 50 percent of Area Median Income (AMI), including seniors, disabled individuals, and larger families. In terms of helping special needs and formerly homeless residents stay in affordable subsidized housing, organizing “meet and greet” sessions between property managers and potential tenants would also help avoid evictions down the road. *Direct financial assistance* for move-in costs, utilities, and emergency rent payments was also discussed.

In contrast, *ownership assistance* did not surface as a primary concern among participants. In fact, the Needs Assessment being conducted for this Consolidated Plan suggests that moderate income households can afford to purchase a home in many parts of the County today, assuming access to credit. Notwithstanding this finding, *self-help housing developments* do provide a valuable pathway for lower income households to own a home. It is also worth noting that the SNI, Central, and South County workshops stressed the need for pro-active *foreclosure prevention programs* to help owners at risk of foreclosure to stay in their homes. As noted above, South County participants noted a real lack of these services in their area.

In terms of *rehabilitation*, participants noted the value of programs that help *finance accessibility improvements* for lower-income homeowners. These improvements, coupled with home-based services, particularly help seniors continue to live in their homes and avoid institutionalization. Participants also expressed interest in programs to assist lower income households *rehabilitate their homes for energy efficiency*, thus saving money on utilities. One participant noted the need for assistance to landlords to perform *seismic retrofits* on their properties.

Participants also noted the need for *transitional and supportive housing* serving the homeless. The “Shelter First” concept seeks to stabilize individuals and families in a safe environment to provide them with the necessary services to lift themselves out of homelessness. Similar housing for youth, particularly emancipated youth coming out of foster care and the juvenile detention system, as well as pregnant and parenting teens, also arose as a need in the workshops.

As a more geographically-specific issue, the need for *affordable farmworker housing* came up in the South County workshop.

Theme #4: Promote workforce development and job growth

As a primary concern, workshop participants noted that several local business districts suffer from high vacancies. *Small business development, mentoring, and loan programs* could help alleviate this issue, and offer local entrepreneurs a chance to lease space at more affordable rates during the down market.

Participants also expressed an interest in *vocational programs* that build basic job skills and train workers, especially youth, to enter growth industries, like the clean technology sector. One participant also highlighted the value of programs that train child care providers.

Theme #5: Maintain safe neighborhoods that are well-served by community facilities and local infrastructure

Workshop findings on this issue were somewhat more geographic-specific than the other items. A summary of key items follows:

- **North County.** Participants stated that ongoing maintenance of parks and recreation facilities is needed. Graffiti abatement surfaced as a concern, along with replacement of aging infrastructure.
- **Central County.** Participants reported the need for expanded homeless shelters, which often have long waiting lists. Sidewalk and lighting improvement in business districts was also discussed, along with rehabilitation of non-profit and public facilities.
- **South County.** Gilroy residents expressed the need for a youth center and a senior center. Participants also called for maintenance and lighting of local parks, sidewalks, and bus shelters, and improvements for accessibility. Due to the area's distance from Central County service providers, participants also pointed to demand for affordable satellite office space for service providers, possibly in local community centers.

Survey Findings

Table 1 summarizes the results of the survey completed by workshop participants and San José residents through the SNI network ("SNI respondents").¹ Respondents were asked to consider their communities' needs, as they relate to various service, housing, economic development, and facilities and infrastructure issues. Participants ranked each issue from "Least Need" to "Greatest Need" on a four-point scale. Table 1 shows the three items that received the highest level of need for each major issue area.²

¹ Appendix C contains "Other" responses.

² The "All" column is not highlighted because results are weighted towards the SNI responses, due to the larger number of surveys received from this area.

In reviewing these findings, it is important to note that the survey offers a general perspective on priority concerns among respondents. However, given its informal nature, it should not be used as a quantitative system for allocating funding.

Table 1: Summary of CDBG Survey Responses

	Avg Level of Need (Top 3 highlighted)					Number of Responses (a)
	North Co.	Central Co.	South Co.	SNI	All	
Community Services						
Food and Nutrition Services	2.92	3.45	3.78	3.43	3.34	106
Family Counseling and Case Management	3.00	3.33	3.71	3.18	3.21	98
Foreclosure Prevention and Housing Counseling	2.71	2.61	3.38	3.12	2.95	101
Disabled Services	2.52	2.83	2.75	2.56	2.61	97
Senior Activities	2.78	3.16	3.50	3.07	3.05	103
Youth Activities	2.81	3.33	3.67	3.75	3.44	111
At-Risk Youth Services	3.00	3.62	3.57	4.22	3.76	103
Neglected/Abused Children	3.00	3.30	3.67	3.19	3.20	97
Child Care	2.88	3.00	3.00	3.21	3.07	99
Anti-Crime Programs	2.68	3.06	3.14	4.00	3.49	102
Health Services	3.39	3.60	3.44	3.57	3.53	100
Mental Health Services	3.22	3.57	3.50	2.81	3.13	93
Tenant/Landlord Mediation	2.09	2.44	2.88	3.00	2.66	93
Legal Services	2.72	2.67	2.75	2.98	2.84	101
Transportation Assistance	2.68	3.06	3.50	3.22	3.08	101
Substance Abuse Services	2.76	2.89	3.63	3.06	3.00	102
Domestic Violence Services (e.g., counseling)	3.00	3.40	3.75	3.12	3.20	102
Homeless Services	3.21	3.05	3.38	2.86	3.02	101
Emancipated Youth (aging out of foster care)	2.72	3.10	3.13	2.57	2.76	100
HIV/AIDS Services	2.50	2.80	3.20	2.75	2.73	92
Other	3.50	4.00	4.00	3.80	3.80	11
Housing						
Disabled Access Improvements	2.68	2.63	3.00	2.96	2.83	89
Owner-Occupied Housing Rehabilitation	2.32	2.44	2.80	2.98	2.71	91
Rental Housing Rehabilitation	2.43	2.67	2.33	3.18	2.89	89
Homeownership Assistance	2.55	2.75	2.67	3.02	2.83	91
Affordable Rental Housing	3.41	3.65	3.57	3.10	3.31	95
Housing for Disabled	2.88	2.93	3.25	2.73	2.83	89
Senior Housing	3.00	3.59	3.75	3.00	3.17	97
Housing for Large Families	3.14	2.93	3.29	3.13	3.11	93
Housing for Emancipated Youth (aging out of foster care)	2.77	3.18	3.00	2.84	2.90	90
Fair Housing Services	2.41	2.81	3.00	3.26	2.96	92
Lead Paint Testing and Abatement	2.09	2.20	3.00	3.24	2.77	92
Energy Efficiency Improvements	2.57	2.93	2.40	3.31	3.01	93
Assistance for Seismic Retrofitting	2.17	2.21	2.00	3.07	2.64	84
Other	3.33	3.33	3.00	3.33	3.30	11
Economic Development						
Small Business Loans	2.43	2.81	2.25	2.80	2.68	93
Small Business Development and Mentoring	2.59	2.80	2.75	3.17	2.94	89
Job Creation/Retention	3.35	3.41	3.75	3.55	3.49	99
Employment or Vocational Training	3.29	3.44	3.67	3.52	3.46	95
Building & Façade Improvement	2.05	2.93	2.00	3.31	2.89	90
Assistance for Seismic Retrofitting	1.86	2.29	1.67	3.14	2.60	82
Other	2.67	4.00	NA	2.80	3.00	11
Community Facilities and Infrastructure (b)						
Senior Centers	3.04	3.06	3.20	NA	3.06	47
Youth Centers	3.08	3.21	3.50	NA	3.18	49
Child Care Centers	2.96	3.17	3.00	NA	3.04	45
Parks and Recreation Facilities	2.43	3.18	3.40	NA	2.84	43
Health Care Facilities	3.04	3.58	3.29	NA	3.28	50
Homeless Facilities	3.13	3.26	3.00	NA	3.17	47
Drainage/Flooding Improvements	2.10	2.25	2.33	NA	2.18	40
Street, Lighting, and Sidewalk Improvements	2.36	2.35	3.00	NA	2.42	43
Parking Facilities	1.83	2.00	2.25	NA	1.93	42
Disabled Accessibility Improvements	2.52	2.59	2.75	NA	2.57	44
Traffic Calming Improvements	2.10	2.29	2.00	NA	2.17	41
Graffiti and Blight Removal	2.14	2.41	1.75	NA	2.21	43
Other	NA	NA	NA	NA	NA	0

Notes:

(a) "Number of responses" does not count questions which were left unanswered by the participant. Completed responses were used to calculate "average level of need."

(b) "Community Facilities and Infrastructure" questions were not included in the SNI survey.

Sources: BAE, 2009.

Appendix A: CDBG Workshop Attendees, September 3-23, 2009

September 3, 2009 - Roosevelt Community Center, 901 East Santa Clara Street, San José, 95116, 6-7:30pm

1	Charles Lauer	Winchester Strong Neighborhood
2	Harvey Damell	Greater Gardner Strong Neighborhood

September 9, 2009 - West Valley Branch Library, 1243 San Tomas Aquino Road, San José, CA 95117, 6-7:30pm

Name	Organization
1 Ala Malik	Fresh Lifelines for Youth
2 Andrea Osgood	Eden Housing
3 Birku Melese, Ph.D.,	Ethiopian Community Services, Inc.
4 Carlos Garcia	Fresh Lifelines for Youth
5 Cesar Anda	State legislature AD 23
6 Ching Ming Hsueh	Catholic Charities
7 Elaine Curran	City of SJ Early Care
8 Elizabeth Hunt	Indian Health Center of Santa Clara Valley
9 Erik Kaeding	resident/student
10 Gary Smith	GS Lighting Design
11 Georgia Bacil, Exec. Dir.	Senior Adult Legal Assistance
12 Heona Lee	Korean-American Community Services (KACS)
13 James R. Brune	Deaf Couns., Adv. & Referral Agency (DCARA)
14 Jan V. Chacon	Indian Health Center of Santa Clara Valley
15 Jane Hills, Deputy Director	Catholic Charities
16 Jeff Bornefeld	Community Partners for Youth, Inc. (CCPY)
17 Jenna Boyer	The Opportunity Fund
18 Judy Whittier, Dir. of Community Resources	The Bill Wilson Center
19 Lee Elak	CDHC Commissioner
20 Liz Girens	Opportunity Fund
21 Margie Matthews	resident
22 Maria Solis	Japanese American Senior Housing
23 Mark Johanson	resident
24 Michele Lew/President-CEO	Asian Americans for Community Involvement
25 Minh Hoang Pham	Catholic Charities
26 Regina Adams	City of Mountain View
27 Ronald Anderson	The Cambrian Center
28 Sylvia Alvarez	Evergreen School District Board Member,
29 Tamon Norimoto	HCDC of SJ
30 Tom Geary	Second Harvest
31 Yolanda Ungo	Catholic Charities

September 16, 2009 - Morgan Hill Community Cultural Center, 17000 Monterey Street, Morgan Hill, CA 95037, 6-7:30pm

1 Alban Diaz	Catholic Charities
2 Dina Campeau	South County Collaborative
3 Edna Nagy Case Manager, Morgan Hill Depot Commons	Catholic Charities Day Break III
4 Forrest Williams	resident
5 Jane Hills, Deputy Director	Children, Youth and Family Development
6 Jeff Pedersen	Morgan Hill resident + Housing Mgr. City of SC
7 Joe Mueller	resident
8 Leah Ezeoha	Juvenile Probation, SCC
9 Lori Mathis, Dir. of Brown Bag Programs	Second Harvest
10 Lynn Magruder, Grants Administrator	Community Solutions
11 Marilyn Roaf	resident
12 Martha Bell, Exec. Director	Silicon Valley Independent Living Center
13 Melanie Villanueva	resident
14 Michele Schroder	SALA
15 Osvaldo Maldonado, Community Programs Manager	Second Harvest
16 Patti Worthen, Supervisor Day Break	Catholic Charities Day Break III
17 Sandra Nava	City of Gilroy
18 Sheryll Bejarano	resident
19 Sue L. Koepp- Baker	resident

Appendix A: CDBG Workshop Attendees, September 3-23, 2009

20	Wanda Hale, Development Officer	Catholic Charities of Santa Clara County
September 23, 2009 - Sunnyvale City Hall Council Chambers, 456 West Olive Avenue, Sunnyvale, CA 94086, 3-4:30pm		
1	Adam Montgomery	Silicon Valley Association of Realtors
2	Adriana Caldera	Support Network for Battered Women
3	Anna Gonzales	Juvenile Probation, SCC
4	Arely Valeriano	Catholic Charities of Santa Clara County
5	Arthur Schwartz	resident
6	Beatriz Lopez	SALA
7	Beverly Jackson, ED	Rebuilding Together
8	Chana Pederson	CCSC
9	Cindy McCormick	City of Saratoga
10	Cindy Stahl	NOVA
11	Connie Soto	
12	Connie Verceles	City of Sunnyvale, ED Manager
13	Consuelo Collard	The Health Trust
14	David Ramirez	Outreach
15	Demi Yezgi	H& HS Com.
16	Dennis King	Hispanic Chamber of Commerce
17	Desirie Escobar	JPD
18	Diane Shakoor	Community Action Agency
19	Dori Hailu	H & HS Com.
20	Dorothy Heller, Exec. Assistant	Dayworker Center of Mountain View
21	Edith Alams	CDD/Housing
22	Elba Landaverde	Community Svcs. Agency of Mtn. View and Los Altos
23	Eric Anderson	Sunnyvale HHSC
24	Estella Jones, phone 408- 730-5236.	Sunnyvale resident
25	Gerald Hewitt	City of Santa Clara HCD
26	Ginger McClure	Catholic Charities of Santa Clara County
27	Greg Harrick	HUD Region IX
28	Hector Burgos	Habitat Silicon Valley
29	Hilary Barroga, Director of Programs	Emergency Housing Consortium (EHC)
30	Jesus Estrada	Community Action Agency
31	Joan Smithson, Site Manager	Senior Lunch Program
32	JoAnn Cabrera, development coordinator	MayView Community Health Center
33	Kathy Marx	City of Palo Alto
34	Kerry Haywood, ED Moffett Park BTA	Moffett Park BTA
35	Laura Robichek	resident
36	Lynn Morison	the bill wilson center
37	Mark Robichek	resident
38	Matthew Osment- Dir. Strategic Alliances	Inn Vision
39	Nancy Tivol	City of Sunnyvale- resident
40	Patricia Lord	City of Sunnyvale
41	Perla Flores	Community Solutions
42	Pilar Furlong	Red Cross of Silicon Valley
43	Raul and Helen Ledesma	residents
44	Roger Gaw	Sunnyvale Chamber of Commerce
45	Sarah Khan	MAITRI
46	Shamima Hasan, CEO	MayView Community Health Center
47	Stacy Castle	YWCA Silicon Valley
48	Susan Huff	Saratoga Area Senior Coordinator
49	Tom Geary	Second Harvest
50	Tricia Uyeda	West Valley Community Services - Rotating Shelter Program
51	Victor Ruder	Sunnyvale Senior Nutrition
52	Wanda Hale, Development Officer	Catholic Charities of Santa Clara County

Appendix B: Notes from Regional Visioning Workshops

Community Services	SNI	North	Central	South
Food and Nutrition Services	Need for food services growing with recession.	Food services needed for all segments of population, including seniors, youth. Need for food services growing with recession.	Support programs to address childhood obesity. Need for food services growing with recession.	Support programs to address childhood obesity. Need for food services growing with recession.
Family Counseling and Case Management	Programs for parents of at-risk youth.			Programs for parents of at-risk youth.
Foreclosure Prevention and Housing Counseling	Preventative pro-active measures needed.		Pro-active measures needed. NSP funds may help transform properties to special needs housing.	Need for any kind of foreclosure assistance in So. Co., especially preventative measures. Limited access to No Co. county services.
Disabled Services			Deaf/hard of hearing often cannot access services due to lack of ASL translation. Assistance needed.	
Senior Services and Activities	Maintain support for senior center meals.	Case management services must continue and be expanded. Lower income seniors lack funds for all basic needs. Legal services needed. Increased abuse rates during recession. Affordable, quality elder day care needed.	Maintain support for senior center meals. Case management services must continue and be expanded. Need for services increasing as senior population grows, especially to avoid institutionalization. Other funding sources (e.g., United Way) being cut.	Increased abuse rates during recession. Need for services increasing as senior population grows, especially to avoid institutionalization. Other funding sources (e.g., United Way) being cut.
Youth Activities	Free activities needed. Tie in with nutrition and health (e.g., community gardens, food production).		Programs to prevent drop-outs needed. Early intervention and supplemental education programs needed.	Free activities needed. Tie in with nutrition and health.
At-Risk Youth Services	Need for gang intervention programs.	Need for gang intervention programs. Currently SJ is closest source of		Free activities for at-risk youth needed in Gilroy. Need for gang intervention

Neglected/Abused Children

Child Care

Anti-Crime Programs

Health Services

Mental Health Services

Tenant/Landlord Mediation

Legal Services

Transportation Assistance

Substance Abuse Services

Domestic Violence Services (e.g., counseling)

Homeless Services

Emancipated Youth (aging out of foster care)

HIV/AIDS Services

Other _____

	programs.		programs.
	Need for affordable, quality care.	Need for affordable, quality care.	Need for affordable, quality care.
	Neighborhood safety remains a concern in some areas.		
		Affordable clinics needed, particularly given unemployment and lack of insurance.	Affordable clinics needed, particularly given unemployment and lack of insurance.
	Needed.		Needed.
Needed, particularly during recession.	Needed, particularly during recession.	Promote "meet & greet" between affordable housing property managers and potential tenants to avoid eviction later. Follow up tenant support also needed.	Needed, particularly during recession.
	Needed for seniors.		Needed for seniors.
	Transportation services serving seniors, youth, and others.		Transportation services serving seniors, youth, and others.
	Needed for youth, in particular.		Needed.
	More prevalent with recession. May rise with predicted release of incarcerated persons. State funding being cut.	More prevalent with recession. May rise with predicted release of incarcerated persons. State funding being cut.	More prevalent with recession and predicted release of incarcerated persons. State funding being cut.
Needed, particularly during recession.		Needed, particularly during recession. More families than before.	Needed, particularly during recession.
	Demand for housing and services.		Demand for housing and services.
Assistance with drug coverage due to reduced state funding.			
	Interim housing for homeless to help provide	Community Centers and other single points of	Programs to assist undocumented individuals

Housing	North			Central	South
	SNI				
Disabled Access Improvements		Rehabilitation programs for accessibility.			
Owner-Occupied Housing Rehabilitation	Needed for lower-income owners.				Needed especially for seniors.
Rental Housing Rehabilitation	Needed for small multifamily buildings.				
Homeownership Assistance				Assistance to young professionals in purchasing homes.	
Affordable Rental Housing		Need for affordable housing for a range of household types, including singles, couples, small and large families. Need for housing to serve households up to 50% of AMI. Ongoing support to affordable housing developers needed.	Need for permanent affordable housing for households up to 50% of AMI, as well as seniors.	Need for permanent affordable housing for households up to 50% of AMI. SROs also an option.	
Housing for Disabled		Need for affordable housing for people with disabilities.	Need for affordable housing for people with disabilities. Housing for persons requiring service animals.		Encourage Universal Design in new homes.

Senior Housing

Housing for Large Families

Housing for Emancipated Youth (aging out of foster care)

Fair Housing Services

Lead Paint Testing and Abatement

Energy Efficiency Improvements

Transitional and Supportive Housing

Assistance for Seismic Retrofitting

Other _____

	Need for affordable senior housing.	Long waiting lists at affordable senior housing projects.	Need for affordable senior housing.
	Affordable units needed.		Affordable units needed in So County.
		Needed.	Needed.
	Needed, particularly during recession.	Needed, particularly during recession.	Needed, particularly during recession.
Assistance with rehabilitation for energy and water efficiency to lower income households.	Assistance with rehabilitation for energy and water efficiency to lower income households.	Assistance with rehabilitation for energy and water efficiency to lower income households.	
	Transitional housing needed for all segments, including youth.	Needed. Supportive housing services necessary.	Transitional housing needed for all segments, including youth.
	Assistance to landlords for seismic retrofitting.		
	Temporary financial assistance to households in danger of eviction or foreclosure. Strategies to assist with NIMBY-ism for affordable or multifamily housing. Ongoing protection of mobile home parks as a source of affordable housing. Direct assistance for move-on costs in rental housing. Affordable homeownership through self-help housing projects. Utility assistance for renters. Outreach and coordination of existing resources.	Need for one-stop service center related to housing activities and programs. Direct assistance for move-on costs in rental housing.	Need for affordable youth-oriented housing, including pregnant and parenting teens, as well as board and care facilities. Affordable housing for farmworkers needed.

Drainage/Flooding Improvements

Street, Lighting, and Sidewalk Improvements

Parking Facilities

Disabled Accessibility Improvements

Traffic Calming Improvements

Graffiti and Blight Removal

Other _____

				Sidewalk and streetlight improvement in business districts.	Need for accessible sidewalks and street lighting in Gilroy.
			Graffiti abatement needed.		
			General need to replace aging infrastructure.	Rehab of non-profit and public facilities. Partner with schools to provide community facilities and services (though some youth and other portions of community may be barred from campus or lack access).	Need for accessible, well-lit, and user-friendly bus stops. Satellite offices for service providers, possibly in community centers.

Appendix C: CDBG Survey "Other" Comments

Category	Comment	Area
Community Services	Police Improvement relationship	SNI
	Curb appeal for residential properties	SNI
	Yard maintenance	SNI
	A community center	SNI
	Employment Services	SNI
	Services for immigrants	Central
	Services to address growing epidemic of diabetes and chronic illnesses	Central
	Translation information and referrals	Central
	Senior Legal Assistance- LTC Ombudsman, Elder Abuse Prevention	South
	Protection from abuse for seniors in long term facilities	South
Housing	LTC Ombudsman- to protect seniors in nursing homes and assisted living	North
	Child Care- SUBSIDIES! We have waitlists between 20 and 50 families per site. We cut it off at some point. But we get calls daily for help.	North
	Emergency Training for public	SNI
	If we do not have a community center, have the school support the community to have their events in the gym or cafeteria.	SNI
	Homeless Youth	Central
	Emergency Financial Assistance to prevent eviction for low income families facing temporary problems	North
	Assets/Savings, Financial Education	Central
	Matched-Savings Programs and Financial Education	Central
	Energy Efficiency- small business	North
	Speed limits in front of our house	SNI
Economic Development & Infrastructure	Training public	SNI
	Curb appeal of commercial properties	SNI


Sources: BAE, 2009



MEMORANDUM

Community Services Department

To: Community Services Commission

From: Regina A. Falkner, Community Services Director 

Subject: Lease of Neighborhood Center; Provision of Senior Services

Date: November 12, 2009

RECOMMENDATION:

Approve the proposed terms of the agreement for lease of the Neighborhood Center and provision of senior services between the Town of Los Gatos and Los Gatos-Saratoga Community Education and Recreation.

BACKGROUND:

The Town launched its pilot senior services program approximately seven years ago, through a dedicated Senior Center and a Senior Coordinator staff position. This program has been a great success, both providing directly and supporting the provision of services to local seniors. Recently an opportunity has arisen to expand the Town's partnership with Los Gatos-Saratoga Community Education and Recreation (LGS Recreation) in the area of senior services.

LGS Recreation is a non-profit agency that was formed in 1956 through a joint powers agreement with the local school districts in Los Gatos and Saratoga. Its mission is to help build a healthy community by providing a wide range of education, recreation, and enrichment programs to the citizens of Los Gatos, Saratoga, Monte Sereno, and neighboring mountain communities. The agency is funded through user fees and donations, and receives no tax revenue. Its governing board includes representatives of the Los Gatos-Saratoga Joint Union High School District, the Los Gatos Union School District, and the Saratoga Union School District; as well as members of the community. Its headquarters is located at 123 E. Main Street, across the street from the Civic Center; classes are held at 19 locations throughout the community, including the Neighborhood Center.

DISCUSSION:

In August 2009, the Town Council authorized staff to enter into negotiations with LGS Recreation to explore the possibilities that an expanded partnership in the area of senior services could offer. At least three key benefits to this partnership drove these negotiations, as follow:

1. **Improve services to seniors.** As noted earlier, the Town has had a successful senior services program over the last seven years. LGS Recreation also has a successful track record in providing services to seniors. Its 55+ program focuses on life-long education for older adults, helping them to continue their personal growth and enrichment. Combining the proven ability of these two agencies seems like a clear way to improve services to Los Gatos seniors while eliminating duplication and redundancy. In addition, LGS Recreation will be able to dedicate more staff resources to senior services than the Town can alone. Currently, the Town has one staff position dedicated to senior services, the Senior Coordinator; the staff person in this position is scheduled to retire at the end of this calendar year. LGS Recreation has a number of staff positions dedicated to and experienced in senior-related programming.
2. **Maximize the benefit of the Neighborhood Center facility to the community.** LGS Recreation has expressed a need for more administrative and program space than it has available currently. The Neighborhood Center, while used by many community groups during the year, including LGS Recreation, is not at capacity. It is a mutually beneficial situation to provide LGS Recreation with the space it needs, right across the street from its existing headquarters, and thereby maximizing the use of the facility by the community through expanded education and recreation programming. For seniors, the Neighborhood Center could serve as a one-stop shop, where they could both register and attend LGS Programs, and access support services.
3. **Address future budget deficits.** The Town organization is facing a budget deficit of approximately \$1.5 million in the next fiscal year. It is important that every opportunity to restructure the provision of services, and to maximize the benefits provided by existing assets, be explored. The proposed partnership between the Town and LGS Recreation, as outlined below, would include a long-term lease of the Neighborhood Center, representing new revenue to the Town. At the same time, senior services would be provided in a new way, benefitting local seniors.

Facility Lease

Negotiations with LGS Recreation have focused on a long-term lease of the Neighborhood Center, with the accompanying responsibility to provide senior services. The proposed terms of the facility lease are as follow:

- a. LGS Recreation will pay rent to the Town at 25% of assessed fair market rent in the first year of the lease. Each subsequent year of the lease, the rent paid will increase by 5% (30% of assessed fair market rent in year 2, 35% in year 3, etc.) until it reaches 45% in year 5, and will then remain at 45% of assessed fair market rent for the remainder of the lease term.
- b. The initial fair market rent was assessed at \$2.50 per square foot (\$7,500 per month; \$90,000 per year). This base fair market rent will be adjusted by CPI each year, and a new appraisal of fair market rent will be made once every 5 years.

- c. The initial term of the lease is 20 years. Two 5-year extensions will be included, and will go into effect automatically unless one of the parties objects.
- d. All facility improvements must be approved in advance by the Town. The cost of any approved improvements will be evenly distributed over an agreed-upon term, not to exceed the lease term. The Town will pay back any remaining value to LGS Recreation only if the Town takes back the facility early.
- e. The Town will maintain the facility structure, including the roof, HVAC, plumbing, and electrical systems, and provide for all exterior landscaping.
- f. LGS Recreation will pay all utility and custodial costs.
- g. The Town will rent back 850 square feet of office space, paying rent at the same rate paid by LGS Recreation. The Town will also share the retention room on the second floor. The Town will vacate this space no later than 6 months after the new library facility is open to the public.
- h. LGS Recreation will continue to rent out meeting rooms in the facility, based on the current Los Gatos Neighborhood Center Policies and Procedures. The current fee schedule will also be adopted and will be evaluated after the first year.
- i. The Town will have free use of meeting rooms for Town business for no more than 700 hours per year. After the new library facility has been open to the public for six months, the Town may have no more than 500 hours of free use per year.
- j. AA and NA may continue to use the meeting rooms at their current use rate of approximately 1,500 hours per year, through six months after the new library facility is opened to the public, though room availability during regular business hours may be limited.
- k. SJSU will no longer have a dedicated office space. It may rent meeting rooms as needed.
- l. The Town will remove the EOC equipment from the Large Hall. The Town may continue to use the Large Hall as an EOC in emergencies and for training.
- m. The Town logo will be included with the LGS Recreation logo on all service marketing items, and there will be LGS Recreation inclusion on appropriate Town products.
- n. The Town will retain the right to rename the building.
- o. In recognition of the Town's provision of significantly discounted administrative and program space, the Town will be given a non-voting seat on the LGS Board.

Senior Services

As part of the proposed lease agreement, the Town would require that LGS Recreation maintain and expand senior services at the Neighborhood Center, and also that it support the provision of senior services by other agencies. The following services would be provided directly by LGS Recreation, with its own staff or via contract:

- a. Wednesday afternoon movies (once per month)
- b. Wednesday games program (weekly)
- c. Senior Center dances (once per quarter)
- d. Bus trips (once per quarter)
- e. Senior Thanksgiving dinner (once per year)
- f. Senior Picnic (once per year)
- g. Senior show (once per year)

- h. Senior Center newsletter (bi-monthly)
- i. Information and referral to other agencies (ongoing)
- j. Recreation classes will be expanded significantly as demand warrants. Classes may include language, arts and crafts, computer, and other special interest classes.

LGS Recreation would provide appropriate facility space and administrative support as needed for the following services, to be provided by outside agencies:

- a. Health presentations (once per month)
- b. 55-Alive driving classes
- c. Grief support group
- d. Blood pressure screenings
- e. Brown Bag grocery distribution (once per week)
- f. Live Oak Senior Nutrition Program lunchtime meal service (once per week)
- g. Happy Hoofers walking group
- h. Older Women's group
- i. HICAP insurance counseling (by appointment)
- j. Income tax preparation (by appointment)
- k. BART ticket sales (ongoing)
- l. Hosting and organizing new groups and affiliates as interests warrant, such as a computer club, genealogy club, or bridge club.

Transition and Outreach Plans

Staff has met with LGS Recreation staff to begin to develop a transition plan. Staff believes that it will be key for the transition to be transparent to seniors who use the facility, in order to minimize confusion and potential dissatisfaction with the process. It is very important to ensure that seniors are and feel heard during the process of change, and that they get to know all the players on a personal, face-to-face level. The Town's goal is for seniors to know that they are receiving the same services they are receiving now, in the same place, just from different staff people. With these considerations in mind, an Outreach Plan has been developed to ease the transition from Town to LGS Recreation staff.

1. First, key stakeholders will be identified. This list currently includes the Town Council, the Community Services Commission, the Senior Consortium, regular patrons of the Senior Nutrition Program, regular patrons of the Brown Bag program, members of the Happy Hoofers, and Senior Center volunteers.
2. Next, a one-page fact sheet will be developed that clearly explains the changes contemplated, their benefits, and information about key LGS Recreation personnel. This fact sheet will include both the Town and LGS Recreation logos, underlining the partnership between the two agencies.
3. Third, Town and LGS Recreation staff will meet together with the key stakeholders during the first two weeks of December. During these informal presentations, the fact sheet will be distributed and the expanded senior services program will be explained.

Most important to these meetings will be a question/comment period, during which the stakeholders can ensure their views are being heard by both agencies, as well as get any of their questions answered.

Next Steps

A draft agreement will be prepared and brought to the Town Council for its approval at its December 7 meeting. If the Council approves the agreement, LGS Recreation is prepared to occupy the Neighborhood Center and to begin its services as of January 2010.

CONCLUSION:

This is a unique opportunity to provide expanded senior and community services at lower cost during these difficult economic and budgetary times. Staff recommends that the Community Services Commission approve the proposed terms of the agreement for lease of the Neighborhood Center and provision of senior services between the Town of Los Gatos and Los Gatos-Saratoga Community Education and Recreation, as outlined in this report.

DISTRIBUTION:

Steve Rauwolf, Los Gatos-Saratoga Community Education and Recreation

2009 AGENCY VISITATION – Reports due February 9, 2010

AGENCY NAME/ADDRESS	CONTACT/PHONE	COMMISSIONER SIGN-UP	FY 09/10 Allocation	FY 08/09 Allocation	Funding Source
A Place for Teens P.O. Box 1476 Los Gatos, CA 95031 Site: 4 New York Avenue, Los Gatos	Chris Miller, President (408) 395-7949 E: camillerlg@aol.com Mike Loya, Director Ph: (408) 395-5553 E: mike@lgsrecreation.org		\$10,950	\$12,000	General Fund
Catholic Charities of San Jose Long Term Care Ombudsman Program 2625 Zanker Road, Suite 200 San Jose, CA 95134-2107	Margaret Williams Chief Admin & Financial Officer (408) 325-5110 E: mwilliams@catholiccharitiescc.org Wanda Hale, Program Director Ph: (408) 325-5269 Fx: (408) 944-0275 E: whale@catholiccharitiescc.org		\$7,370	\$7,680	CDBG
Live Oak Adult Day Services 1147 Minnesota Avenue San Jose, CA 95125 Site: 111 Church Street Los Gatos, CA 95030 Ph: (408) 354-4782	Colleen Hudgen, Executive Director Ph: (408) 971-9363 E: liveoak@attglobal.net		\$12,470	\$12,990	CDBG
Live Oak Senior Nutrition/Service Center 111 Church Street Los Gatos, CA 95032	Eliana Brown, Executive Director Ph: (408) 354-0707 Fx: (408) 399-4944 E: eliana.brown@lgaunc.org		\$26,360	\$27,460	General Fund
Next Door Solutions to Domestic Violence 234 E. Gish Road Ste. #200 San Jose, CA 95112	Margarita R. Alcantar, Operations Mgr. Ph: (408) 501-7553 Fx: (408) 441-7562 E: malcantar@nextdoor.org Patricia Nanez, Residential Programs Mgr. (408) 501-7561 E: pnanez@nextdoor.org		\$11,520	\$12,000	General Fund

AGENCY NAME/ADDRESS	CONTACT/PHONE	COMMISSIONER SIGN-UP	FY 09/10 Allocation	FY 08/09 Allocation	Funding Source
Parents Helping Parents Sobrato Center for Nonprofits – San Jose 1400 Parkmoor, Suite 100 San Jose, CA 95126 Site Address: 3041 Olcott St, Santa Clara, CA 95054	Pamela Kensingler, Chief Development Officer Ph: (408) 727-5775 x133 E: pamk@php.com Nancy O'Rourke, Assoc. Dev. Dir. Ph: (408) 727-5775X138 nancyo@php.com Trudy Marsh Holmes, Community Dir. (408) 727-5775 X 102 E: holmes@php.com Mary Ellen Peterson Ph: (408) 727-5775X153 Maryellen@php.com		\$1,840	\$1,920	General Fund
Rebuilding Together P. O. Box 21996 San Jose, CA 95151-1996 578-9519	Beverly Jackson, Executive Director bjackson@rebuildingtogether-sv.org		\$5,000	0	CDBG
San Jose State University Research Foundation/The Health Place P.O. Box 720130 San Jose, CA 95172-0130 Site: 208 E. Main Street, Los Gatos	Jerri Carmo, Deputy Chief Operating Officer Ph: (408) 924-1429 E: icarmo@foundation.sjsu.edu Dr. Jayne Cohen, Dir & Prof – Nursing (308) 924-1324 E: icohen@son.sjsu.edu Krishna DelaFuente, Sponsored Programs Mgr. (408) 924-1546 E: kdela Fuente@foundation.sjsu.edu Lisa Rauch, Nursing Supv N/C lisa@rauchcc.com		\$13,810 – GF \$2,410 - CDBG	\$8,260 \$8,630	CDBG/ General Fund

AGENCY NAME/ADDRESS	CONTACT/PHONE	COMMISSIONER SIGN-UP	FY 09/10 Allocation	FY 08/09 Allocation	Funding Source
Second Harvest Food Bank/ Operation Brown Bag 750 Curtner Avenue San Jose, CA 95125 Site: 208 E. Main St & Villa Vasona Los Gatos	Cynthia McCown, Dir. of Services Lori Mathis, Com. Programs Mgr E: lmathis@shfoodbank.com Ph: (408) 266-8866 Fx: (408) 266-9042 Grant Applications should be sent to: Barbara Iwanouskos, Grants Coordinator E: biwanouskos@shfoodbank.com		\$4,800	\$3,800	CDBG
Support Network for Battered Women 1257 Tasman Drive, Suite C Sunnyvale, CA 94089	Ken Goldstein, Interim Exec. Dir. E: kgoldstein@supportnetwork.org Ph: (408) 541-6100 x102 Fx: (408) 541-1333 Adriana Caldera, Grants Manager. x118 E: acaldera@supportnetwork.org Laura C. Chyou, Dir. Dev./Comm. x116 lejyou@supportnetwork.org		\$4,600	\$4,800	General Fund
Teen and Family Counseling Center 307 Orchard City Drive, Suite 206 Campbell, CA 95008	Georgia Clarke, Executive Director Ph: (408) 370-9990 x2# Fx: (408) 370-9919 E: gclarke@teenfamilycounseling.org		\$25,390	\$27,050	General Fund
United Way Sobrato Center for Nonprofits – San Jose 1400 Parkmoor, Suite 250 San Jose, CA 95126-3429	Carole Leigh Hutton, President & CEO Jacqueline deGuzman - Grant Writer (408) 545-4350 ideguzman@uwsv.org Kim Fern – Director 2-1-1 (408) 345-4336 kimfern@uwsv.org		\$2,400	\$2,500	General Fund



Los Gatos Community Services Commission
❖ Community Connections ❖



Agency Site Visit Report

Agency Name	
Commissioner Name	
Date of Site Visit	
Agency Representative Name, Title, Phone	
What services does the agency offer?	
What services does the agency offer specifically to Los Gatos residents?	
Describe a typical client served by the agency.	
How does the agency reach out to the community: its identified audience, and/or volunteers?	
What are some greatest accomplishments of the agency during the past year?	
What are some key challenges/barriers to providing service?	
What are some key emerging issues for the agency?	
How could the Town assist the agency?	
Interview Notes	